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3 - 9 August 1986

OC-PBS

25X1

[Redacted]

OC-CS

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1. A Firm Fixed Price Work Order was negotiated and awarded to [Redacted] on 8 August for the fabrication of a synchronous/asynchronous converter unit required by the MERCURY Project Office. [Redacted] is providing manufacturing specifications, documentation, and procedures for future productions of the converter unit. The completion date for this effort is 31 October.

[Redacted]

OC-MPS

25X1

[Redacted]

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S E C R E T

OC-AMD

1. The OC Secretarial Position Conversion Panel met on 4 August to discuss conversion policy, the preparation of position descriptions for Level III and IV secretarial positions, and basic responsibilities of the Panel. The Panel will meet again on 11 August to review the positions recommended for Level III and IV and to prepare a prioritized list for OC's submission to the DDA.

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25X1 3. [] Deputy Chief, Finance Services Branch, reported for duty on 4 August, and [] Finance Assistant, arrived on 5 August.

25X1 4. The Office of Security has recently completed a publication guideline for the use of personal computers in the Agency. One copy is available for review in the OC-AMD/Security Office, []. When additional copies are available they will be distributed to all OC division personnel.

25X1 6. During the reporting period, an OC television production crew videotaped training segments on location at the [] facility and the Headquarters telephone switchroom. The result of this effort will be an internal television training program on the use of the Headquarters non-secure telephone system.

7. The Educational Support Staff contacted the Office of Personnel (OP) to obtain a master copy of the "Building a Financial Team" seminar videotaped at Headquarters. OP will provide the tape as soon as possible and duplicates will be made for worldwide distribution.

S E C R E T

OC-CSD

25X1 1. On 8 August, [] met with []
25X1 [] of the DATEX Staff to review the CSD draft of the new
COMSEC DATEX Software Certification Test Plan. The
certification testing for DATEX has been scheduled for the last
week of August and incorporates elements of JANAP-128 format
which have yet to be subjected to formal test and verification.

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OC-ED

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S E C R E T

S E C R E T

OC-ED (Continued)

25X1

6. A request for the procurement of the B424 Accelerated Graphics System (AGS) upgrade has been submitted. This upgrade will enhance the capabilities of the D80 Imaginator Computer Graphics Design Workstation. It will result in a faster turnaround time for vugraphs, 35mm slides, and associated visual aids.

OC-FND

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S E C R E T

OC-FND (Continued)

25X1 4. [redacted] field service engineer, visited TSB to replace printed circuit boards in fourteen M24C-M2429 STATMUX units. The incorrect boards were installed at the factory.

5. Capitalization Program Status:	<u>PRS-6/7</u> <u>Systems</u>	<u>TERP-IIA</u> <u>Stations</u>
Operational	104	111
Installations in Progress	2	4
Equipment on Site	7	7
Equipment Being Shipped	10	10



Executive Assistant, OC

S E C R E T